

Using a Lightroom metadata template for field photos

Version 2023.02.09

The following instructions are intended for anyone interested in using a Lightroom Metadata Template specifically designed for capturing metadata required and recommended for ingesting field photographs into EMu at NYBG. The template organizes and arranges the relevant metadata fields for efficient data capture, and it hides any fields that are not relevant for field photos.

1. Open the Lightroom User Directory:

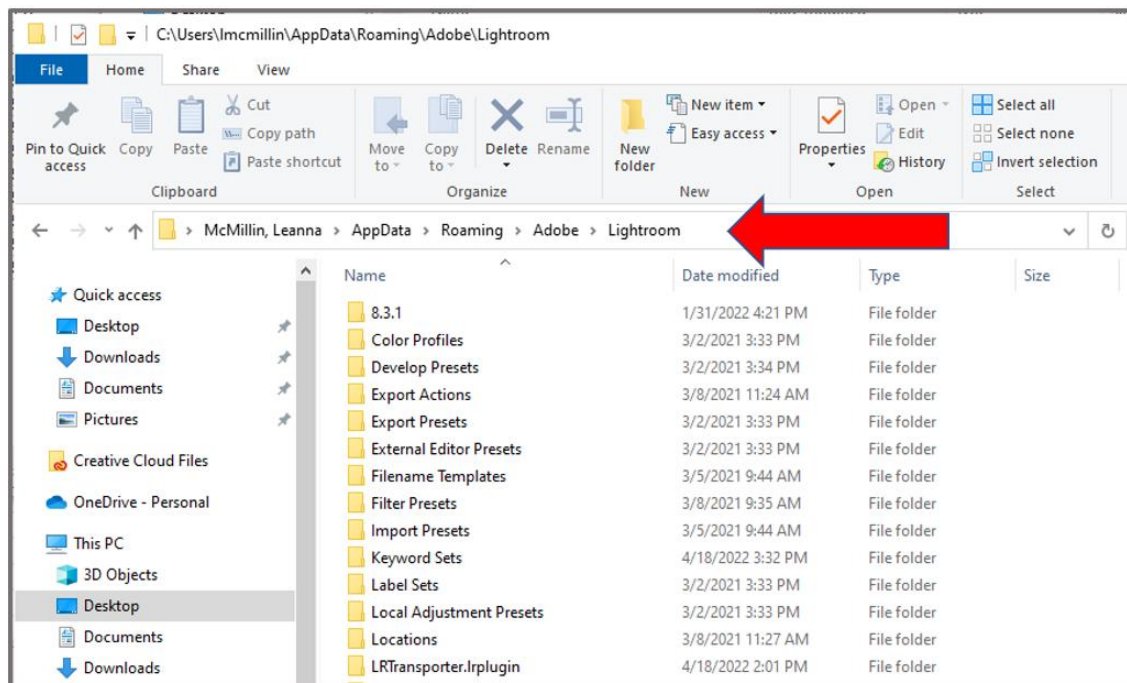
COPY/PASTE the following into your Microsoft Windows Explorer address bar, making sure to replace “UserName” with your username. If you are accessing lightroom from an NYBG computer this will be your NYBG username.

C:\Users\UserName\AppData\Roaming\Adobe\Lightroom

Example: C:\Users\lmcmillin\AppData\Roaming\Adobe\Lightroom

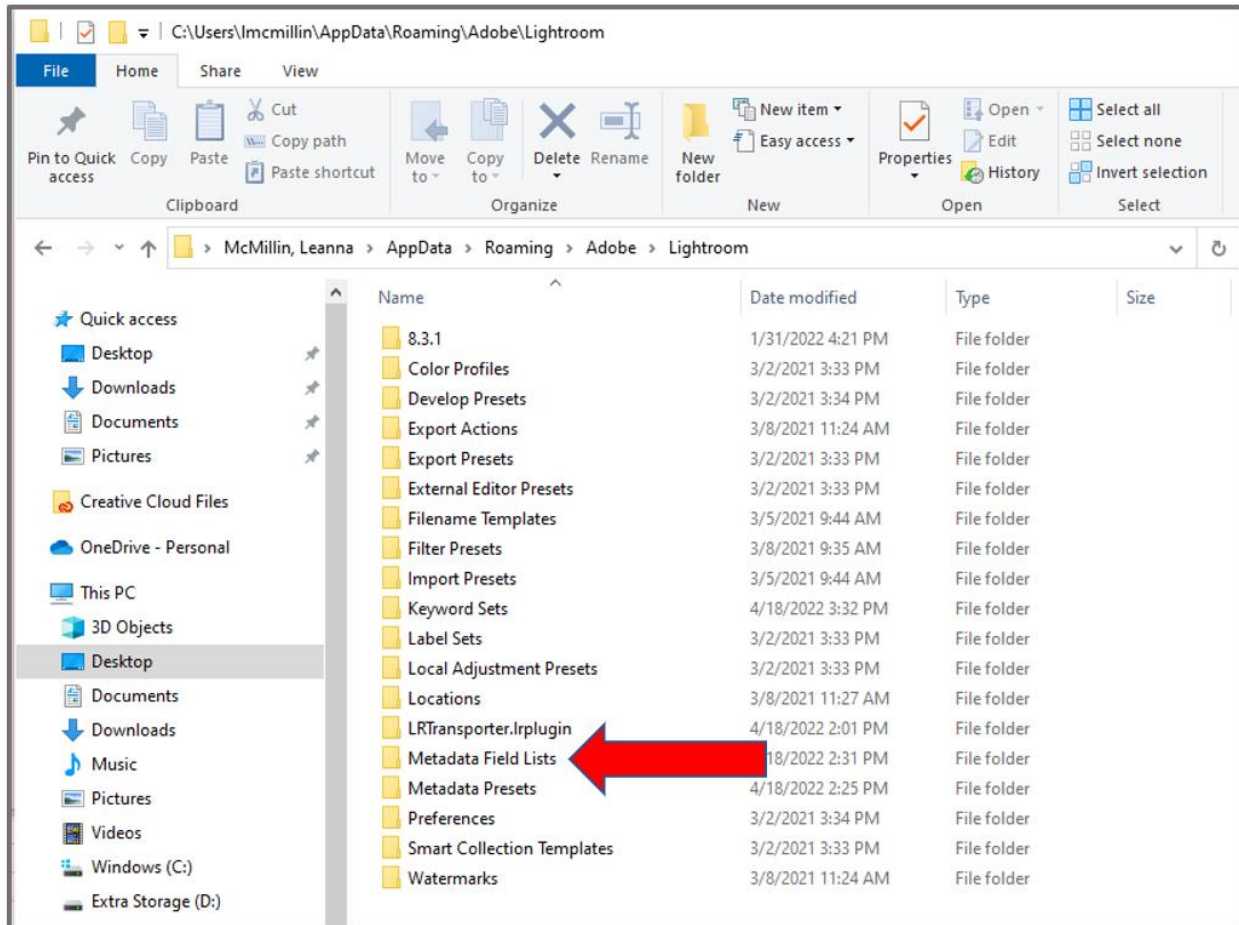
For Mac, COPY/PASTE the following:

Mac: ~/Library/Application Support/Adobe/Lightroom



2. Create a new folder and label it “Metadata Field Lists”

It is critical that you label the folder with this exact name.



3. Insert the file: Field_Photo_Metadata_Template.Irtemplate

NYBG users: COPY/PASTE the file into your new “Metadata Field Lists” folder. The file can be accessed on the Pub drive:

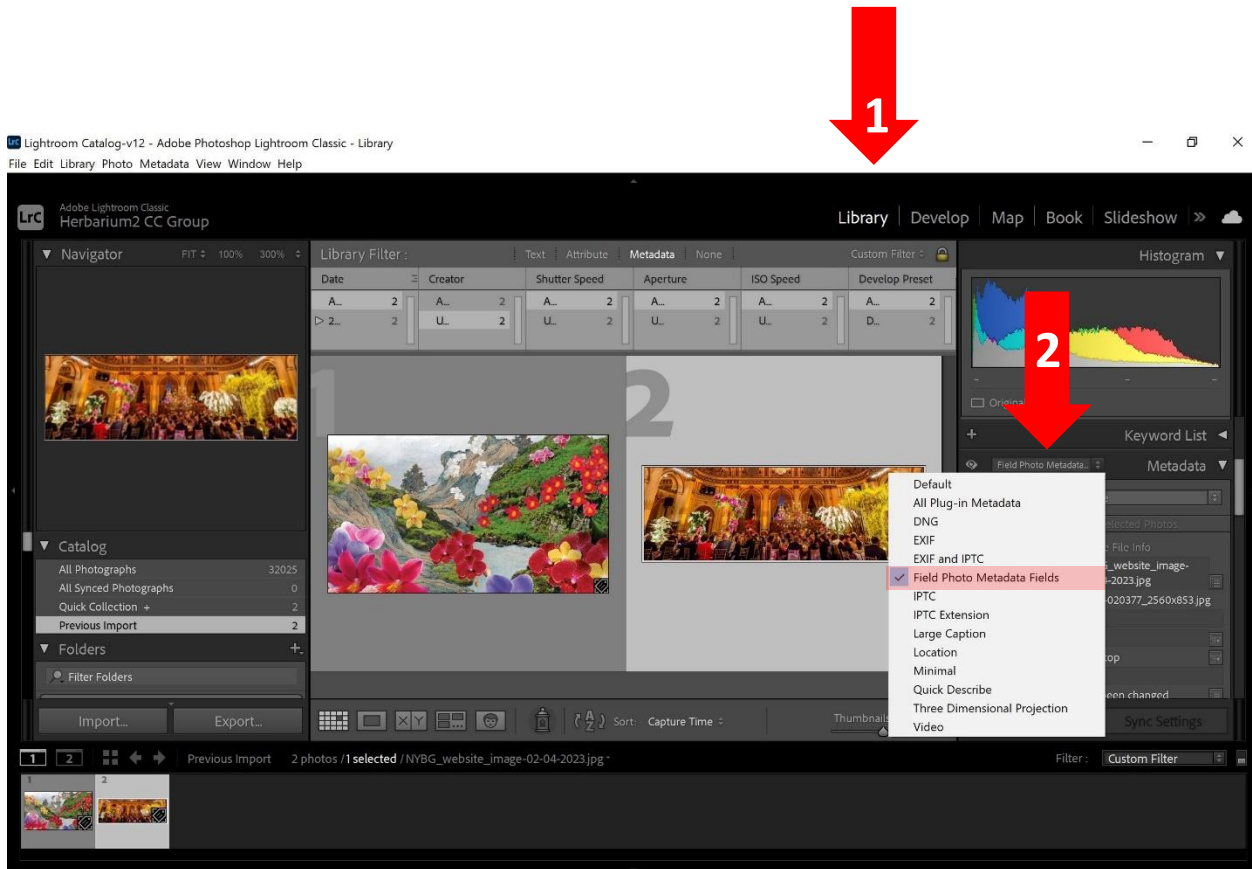
"X:\Pub\Herbarium\Digital_asset_management\Field_photos\Lightroom_templates\Field_Photo_Metadata_Template.Irtemplate"

All other users: Request file from Herbarium Digital Asset Manager

(lfeder@nybg.org)

4. Open (or restart, if already open) Lightroom, and select template

In the Library module (1) navigate to the drop-down list at the top of the Metadata panel (2). Select “Field Photo Metadata Fields” from the drop-down list.



The following pages contain screenshots of all metadata fields that are required (**) and recommended for ingesting field photos into EMu. **Images without metadata populated in the required fields will not be ingested into EMu.**

It is strongly encouraged that you populate metadata in the recommended fields, whenever possible. This will greatly improve the findability of your images on the Virtual Herbarium and within the database.

Field Photo Metadata... Metadata

Preset: None

Target Photo | Selected Photos

Image File Info

Current File Name: v-036-01104680.jpg

Original File Name: v-036-01104680.jpg

Source File Name: [Empty]

Copy Name: [Empty]

Folder: 04_jpegs_working

Date Time Digitized: 12/16/2009 2:01:35 PM

Date Created: [Empty]

Metadata Status: Up to date

Metadata Date: 7/22/2021 12:06:58 PM

Field Photo Metadata

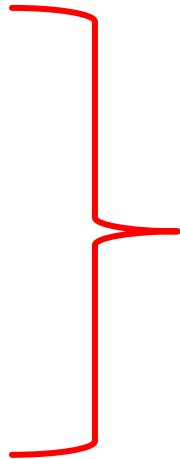
Creator**

Scientific Name**

Plant Family

Title

Description



| |
|---|
| Creator** |
| Full name of person/organization responsible for creating the media resource. |
| Scientific Name** |
| Full scientific name (genus species author) of species photographed |
| Plant Family |
| Family name of species photographed. |
| Title |
| Concise title, name, or brief descriptive label of the individual resource. Do not recommend using Scientific Name, as this may change over time. Example: Fabián Michelangeli 1587 |
| Description |
| (= Caption) An account or description of the content of the resource, written as free-form text. Ideally will include the Who, What, Where, When, Why of the resource. |

Collection Event Data

NY Barcode

Collector Name

Collector Number

Country / Region

State

City

Precise Locality

GPS

Elevation

Subject Part

| Collection Event Data | |
|-----------------------|--|
| NY Barcode | NY barcode number |
| Collector Name | Full name of the primary collector who collected the specimen in the photograph |
| Collector Number | Number assigned to the collection by the collector |
| Country | Country in which the plant was growing when photographed. |
| State/Prov | State or province in which the plant was growing when photographed. |
| City | City in which the plant was growing when photographed |
| Precise Locality | Textual locality description (excluding country, state/prov, and city) where plant was growing when photographed |
| GPS | Latitude and Longitude coordinates where plant was growing when photographed. |
| Elevation | Elevation where plant was growing when photographed. |
| Subject Part | Portion of the organism or environment shown or particularly well illustrated. Not a formally controlled vocabulary. Please see "Subject Part Keywords" for a list of current terms in EMu. You may add additional keywords if needed. |

Copyright & Creator Info

Copyright Status** Unknown ↕

© Statement**

License Statement

License URL →

Attribution

Description Writer

Website →

Job Title

E-Mail →

Country / Region

State / Province

City

Address

File Type JPEG

File Size 592.30 KB

Megapixels 4.8 MP

| Copyright & Creator Info | |
|--------------------------------------|--|
| Copyright Status ** | You must select "Copyrighted" or "Public Domain" Images for which the copyright status is "Unknown" will not be ingested into EMu. |
| © Statement (Copyright Statement) ** | Copyright statements must follow this format: "Copyright Year Name" If desired, you may add the phrase "All rights reserved." |
| License Statement | Required if using a Creative Commons license. |
| License URL | Required if using a Creative Commons license. |
| Attribution | Required if using a Creative Commons license. This tells users how an image should be attributed. |
| Description Writer | Name of the person responsible for writing the image description and metadata |
| Website | Website for the person that created the image |
| Job Title | Job title for the person listed in the creator field |
| E-mail | E-mail address for the person that created the image |
| Country/Region | Country for the person that created the image |
| State/Province | State for the person that created the image |
| City | City for the person that created the image |
| Address | Address for the person that created the image |

**** For more information on copyright and Creative Commons licenses, please see the last page****

MINIMAL metadata example:

Field Photo Metadata Fields Metadata

Preset: None

Target Photo Selected Photos

Image File Info

Current File Name: NYBG_website_image-02-04-2023.jpg

Original File Name: MCO-020377_2560x853.jpg

Source File Name:

Copy Name:

Folder: Desktop

Date Created:

Metadata Status: Has been changed

Field Photo Metadata

Creator**: Leanna McMillin

Scientific Name**: Artabotrys hexapetalus (L.f.) Bhandari

Plant Family:

Title:

Description:

Collection Event Data

NY Barcode:

Collector Name**: Leanna McMillin

Collector Number**: 24601

Country / Region:

State:

City:

Precise Locality:

GPS:

Elevation:

Subject Part:

Copyright & Creator Info

Copyright Status**: Copyrighted

© Statement**: Copyright 2023 Leanna McMillin, licensed under a CC BY-NC 4.0 International.

License Statement**: This work is licensed under a Attribution-NonCommercial 4.0 International license.

License URL**: <https://creativecommons.org/licenses/by-nc/4.0/legalcode>

Attribution**: Image by Leanna McMillin

Description Writer:

Website:

Job Title:

E-Mail:

Expanded metadata example:

Field Photo Metadata Fields Metadata

Preset: None

Target Photo Selected Photos

Image File Info

Current File Name: NYBG_website_image-02-04-2023.jpg

Original File Name: MCO-020377_2560x853.jpg

Source File Name:

Copy Name:

Folder: Desktop

Date Created:

Metadata Status: Has been changed

Field Photo Metadata

Creator**: Leanna McMillin

Scientific Name**: Artabotrys hexapetalus (L.f.) Bhandari

Plant Family: Annonaceae

Title: Liana by Leanna

Description: Image of liana captured by Leanna McMillin.

Collection Event Data

NY Barcode: 00000000

Collector Name**: Leanna McMillin

Collector Number**: 24601

Country / Region: United States

State: Texas

City: Lillian

Precise Locality: 123 Main St.

GPS: 32.50337815456754, 97.17961491808238

Elevation:

Subject Part: Flower, vine

Copyright & Creator Info

Copyright Status**: Copyrighted

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License Statement**: This work is licensed under a Attribution-NonCommercial 4.0 International license.

License URL**: <https://creativecommons.org/licenses/by-nc/4.0/legalcode>

Attribution**: Image by Leanna McMillin

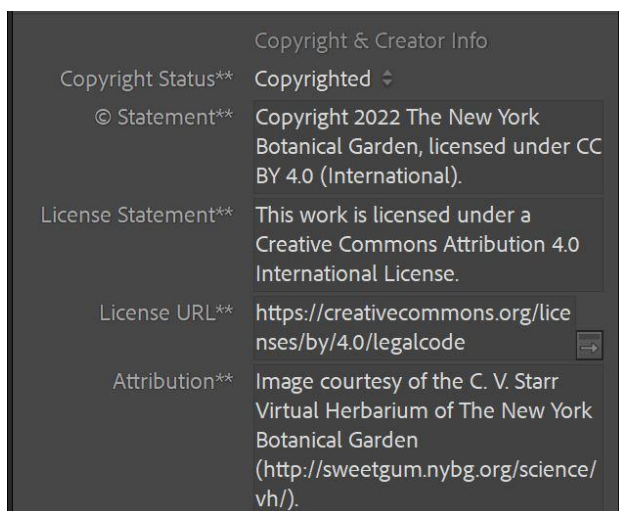
Description Writer: Leanna McMillin

A note about Copyright and Creative Commons

The images you provide for ingestion into EMu will be featured on the [Virtual Herbarium](#) and available via the [Image Search Tool](#). **It is strongly encouraged that you publish your images using a Creative Commons (CC) license.** These licenses are widely recognized and provide creators a standardized way to share their work while ensuring proper attribution. There are many CC licenses to choose from; the Creative Commons website features [a quick and easy tool](#) for determining which license is best for you.

Example: NYBG specimen images are published under a CC-BY Attribution 4.0 International license allowing users to freely use the image however they please, as long as they attribute the image to NYBG.

Using an NYBG Specimen image as an example, the metadata in the “Copyright & Creator Info” panel in Lightroom would look like this:



| |
|---|
| Copyright status = Copyrighted |
| Copyright statement follows the “Copyright Year Name” format, followed by the phrase “licensed under [INSERT CC SHORTHAND NAME].” List of shorthand names along with license descriptions. |
| This section should read “This work is licensed under a Creative Commons [INSERT LICENSE NAME] License” |
| The URL describing the legal code of the license, found on the CC website for each license. |
| The attribution statement stipulates how users should attribute the image. |

You may choose to limit the use of your images, i.e. by allowing adaptations but not commercial use. All license options are clearly defined and explained on the [Creative Commons website](#), including a list of [frequently asked questions](#). Please reach out to the Digital Asset Manager (Ifeder@nybg.org) if you have additional questions about these licenses, the proper format for your metadata, or how your images will be used on the Virtual Herbarium.